

Number:	FIN-307
Title:	Offerings of Gifts, Flowers or Donations
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	April 25, 2018
Approved:	April 25, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objective

This regulation sets out Saint Paul University's policy on offerings of gifts, flowers or donations on its behalf.

2. Regulation

- 2.1 University funds may not be used, in part or in full, to buy flowers or gifts or for any other personal donations.
- 2.2 Where appropriate to share happiness or sorrow, the University believes that working colleagues should express their feelings without using University funds.
- 2.3 In the case of an event in which the University should participate for reasons of responsibility, public relations, etc., the Office of the Rector is authorized to take the appropriate measures on the University's behalf. The costs for such expenses will be covered by the annual budget.